

## CERTIFICATES OF SERVICE

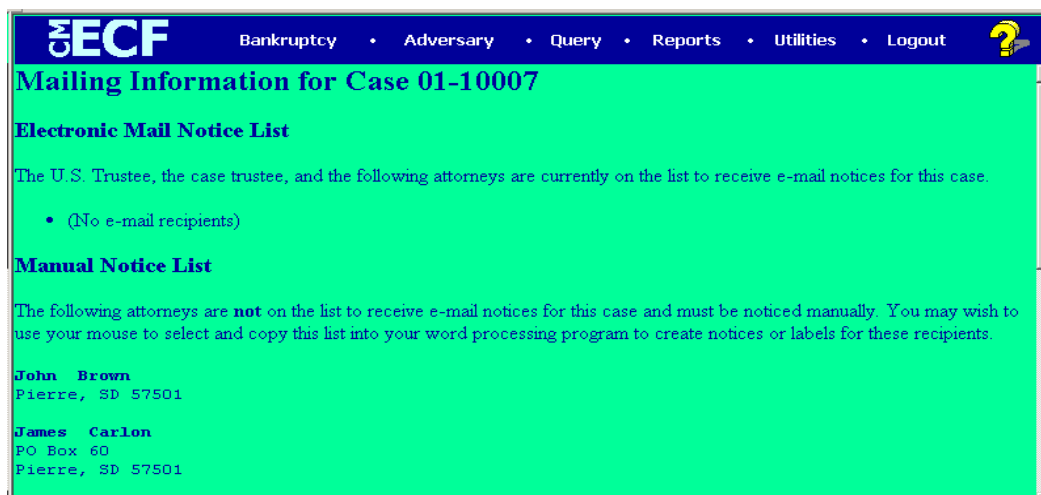
Prior to preparing your Certificate of Service or service list, you will need to determine who to serve. Depending on the type of pleading you file, you will either serve:

1. the parties in interest;
2. or **all** creditors **and** parties in interest.

**A. For service on the parties in interest, per LBR 9001-1.**

1. Select Utilities or Reports.
2. Select Mailings.
3. Select Mailing Info for a Case.
4. Enter the Case Number.
5. Select Submit. The following screen appears:

You can copy and paste these names over to your word processor. **NOTE: The**



debtor(s) are not on this listing. You will need to add them.

**B. For service on all creditors and parties in interest:**

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1. Select Utilities or Reports.
2. Select Mailings.
3. Select Mailing Labels by Case.
4. Enter the Case Number.
5. Pick ALL Participants for case.
6. Pick 1, 2 or 3.
7. Next... the following screen will show all participants for the case. You can copy and paste these names to your word processor. If there are duplicates, you can take them off your list.

The screenshot shows the 'Mailing Labels by Case' interface on the ECF website. At the top is a navigation bar with links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout, along with a help icon. The main title is 'Mailing Labels by Case'. Below this, there is a 'Case number' input field containing '01-10007'. A section with a checked 'All' radio button allows selecting all participants for the case. An 'OR' section provides an alternative selection method. Under 'Participants', there are checkboxes for Judge, US Trustee, Attorneys, and Trustee. A 'Special mailing group' dropdown is set to '0'. Under 'Creditors', there are checkboxes for Debtor's attorney(s) and a dropdown menu currently showing 'Creditor Committee Members' and 'Creditors who have filed claims'. A 'Print format' dropdown is set to '1 column'. At the bottom are 'Next' and 'Clear' buttons.